



DEPARTMENT OF STATE

Washington, D.C. 20520

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HRC-AS-C-014

MEMORANDUM

July 9, 1976

TO : Mr. Richard Lehman
Deputy to the Director
of Central Intelligence for
National Intelligence Officers

THROUGH : Ambassador Edward S. Little *ESL*
Chairman
Human Resources Committee

FROM : David J. Carpenter *DJC*
Chairman (Department of State)
HRC Assessments Subcommittee

SUBJECT : FOCUS Review Schedule

1. At your meeting on June 29 with Ambassador Little you asked me to keep you posted on my discussions with the National Intelligence Officers about the seven FOCUS Reviews scheduled for the balance of this calendar year.

2. [] of the Human Resources Committee (HRC) Staff and I met with [] and [] on June 7. The discussions were constructive and useful. It was agreed that FOCUS [] will be conducted in October and FOCUS [] in September/October. Both NIO's accepted Ambassador Little's offer to avail themselves of [] support in preparing the initial draft of the Reporting Assessment. The HRC Secretariat, furthermore, will be available to assist the NIO's in scheduling the Reporting Assessment Seminar, inviting the participants, and typing and circulating agendas and drafts for community review.

3. I pointed out to [] that the preparation of the initial draft by [] is intended to assist them in expediting the overall process of completing the Reporting Assessment. I emphasized, however, that the NIO's would continue, as in the past, to be solely responsible for the contents of the Assessments. [] initial draft,

State Dept. review completed.

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therefore, constitutes a support service, the text of which they should feel free to accept, reject, adapt as a point of departure for their own language, or otherwise use in any way which would suit their needs and preferences. [] agreed to produce the draft in short order, and the NIOs, for their part, agreed to act upon it expeditiously.

4. I will let you know about my discussions with the other NIO's as they take place. [] suggestion to make FOCUS more of a two-way dialogue between Washington and the Missions has met with a good response in the HRC and has also been endorsed by NIOs [] I have not yet discussed his memorandum with [] but I intend to do so. I anticipate that we will be able to reflect some of his ideas in the FOCUS Review process.

5. Thank you, indeed, for your interest and assistance.

Copies to:

[]
Vice Chairman
HRC Assessments Subcommittee

[]
HRC Secretariat

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